

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA.**

February 22, 2007

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**STATE PERSONNEL MANUAL
TRANSMITTAL SHEET
NO. 428**

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Amendment of Rule 1.33

Issue Date: February 22, 2007

At its meeting on February 7, 2007 the State Civil Service Commission approved the proposed amendment to Rule 1.33. This amendment will be effective February 7, 2007. Explanation for the rule change appears in General Circular 1683 issued on January 9, 2007.

If there are any questions regarding the subject matter in this transmittal sheet, please call the Staffing Division at (225)342-8536.

Please make the following changes in your Civil Service Rules:

<u>REMOVE</u>		<u>INSERT</u>	
<u>Page</u>	<u>T/S</u>	<u>Page</u>	<u>T/S</u>
20.6.2	395	20.6.2	428

Sincerely,

s/Anne S. Soileau
Director

20.6.2

- 1.25.1 'Preference Employee' means an employee who is an ex- member of the armed forces and his or her dependents as defined in Rule 7.11.
- 1.25.2 Repealed, effective July 2, 1986.
- 1.26 'Probationary Appointment' means appointment of a person to serve a working test period in a position.
- 1.26.1 'Progress Review' means a scheduled meeting between an employee and his supervisor in which they discuss the employee's accomplishments and possible problems in the area of performance (e.g., performance standards), and in which performance criteria is reviewed and revised if necessary.
- 1.27 'Promotion' means a change of a permanent employee from a position in one job to a position in another job which is assigned to a pay grade with a higher maximum.
- 1.28 'Promotional List' means a list, established in conformity with these Rules, of permanent employees who have demonstrated their fitness for a position of a higher grade by successfully passing an examination for such higher job position and are eligible for promotion within the same department or transfer and promotion from another department.
- 1.29 'Provisional Appointment' means a temporary appointment of a person to a position in the absence of an adequate eligible list, until such time as the appointed employee demonstrates the required skill level to qualify for the job.
- 1.30 'Public Hearing' means a hearing held after public notice of at least 24 hours, at which any person may have a reasonable opportunity to be heard, in accordance with such rules and regulations as may be adopted by the Commission.
- 1.31 Repealed, effective March 15, 1966.
- 1.32 'Reallocation' means a change in the allocation of a position from one job to another wherein the duties of the position have undergone a change.
- 1.33 'Reassignment' means the change within the same department of a probationary or permanent employee from a position in one job to another position in a different job, both jobs of which have the same maximum rate of pay. ***
- 1.33.01 'Red Circle Rate' means an individual pay rate, excluding those that fall within the base supplement authorized for a position, that is above the maximum of a pay range for a grade; or, only under conditions as specified in Rule 6.15(d), an individual pay rate that is above the base supplement authorized for a position.
- 1.33.02 'Reduction in Pay' means an action taken for disciplinary reasons whereby an employee's individual pay rate is reduced but the employee remains in the same job.